



IIUM/202/4/1

30th May 2025

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR LETTER NO. 3/2025

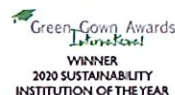
JOINT COLLABORATIVE COUNCIL (JCC) MEETING - Frequency of the JCC Meeting

1. OBJECTIVE

The objective of this circular letter is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the frequency of the Joint Collaborative Council (JCC) Meeting.

2. BACKGROUND

- 2.1 The JCC serves as a two-way communication channel between the Employer (management) and the Employee at the University level. JCC aimed at fostering comprehensive collaboration between the Employer and Employee to share opinions, actively participate in discussing and resolving local issues, and contribute valuable ideas for the benefit and betterment of the organization.
- 2.2 The scope and functions of the JCC encompass all matters related to service conditions and organizational operations i.e. work systems, administration, welfare, finance, and services, excluding issues pertaining to government policies or individual matters.
- 2.3 Based on current JCC Constitution, a regular meeting is called by JCC at least once on every three months. However, in the *Pekeliling Perkhidmatan Sumber Manusia – Pengurusan Hubungan Majikan Pekerja versi 1.0 (2022) Ceraian PO.4.2.1. on Dasar Hubungan Majikan – Pekerja Dalam Perkhidmatan Awam – Majlis Bersama Jabatan (MBJ)*, there is an improvement to the frequency of the MBJ (JCC).



- 2.4 The improvement highlighted in the circular mentioned in the Ceraian PO.4.2.1 includes, among other things, the frequency of the JCC meetings is reduced from four (4) to three (3) per year, aimed at enhancing the effectiveness of JCC implementation and providing the Employer with adequate time to address issues. The implementation of the JCC meetings are as follows:

No.	JCC Meetings	Duration of JCC Meetings
1	JCC Meeting No. 1	January – April
2	JCC Meeting No. 2	May – August
3	JCC Meeting No. 3	September - December

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025 agreed to revise the frequency of JCC meeting from four (4) to three (3) times per year, retrospectively effective from the year 2022.

- 3.2 The updated Terms of Reference of JCC is provided in *Appendix A*.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam*.

"LEADING THE WAY"

ZURAIHA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

- c.c. : Rector
- : Deputy Rector (Academic and Internationalisation)
- : Deputy Rector (Research, Innovation and Development)
- : Deputy Rector (Student Development and Community Engagement)
- : Executive Director, Finance Division
- : Campus Director, IIUM Kuantan Campus
- : Legal Adviser

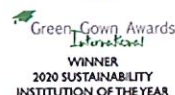
ZH/WNN/AMA/nas2250



APPENDIX A

TERMS OF REFERENCE OF JOINT COLLABORATIVE COUNCIL (JCC)

No.	Item	Description
1.	Purpose	<ul style="list-style-type: none"> i) To ensure the availability of a forum for mutual cooperation between the management of the International Islamic University Malaysia (IIUM) and its staff on matters pertaining to work efficiency and staff welfare; ii) To provide a mechanism related to work requirements; and iii) To generally facilitate the gathering of ideas from both IIUM staff and officials
2.	Scope of TOR	This TOR applies to all staff of IIUM.
3.	Responsibility / Accountability	Unit in charge of industrial relations is responsible for seeking approval of the Staff Service Committee for the maintenance of this TOR.
4.	Compositions	<ul style="list-style-type: none"> i) Membership of JCC consist of the following: <ul style="list-style-type: none"> a) Management group b) Employee group ii) Chairman of JCC The Rector of the International Islamic University Malaysia shall be the chairman of the JCC. In the event the Rector is unable to chair the JCC, he may delegate the chairmanship to any of the Deputy Rectors. iii) Management Group Membership The six (6) members from the Management Group shall comprise the following officers: <ul style="list-style-type: none"> a) Rector of IIUM b) Executive Director in charge of management services c) Executive Director in charge of finance d) Chief Librarian e) Director in charge of development f) Director in charge of human resource iv) Employee Group Membership The twelve (12) members from the Employee Group shall comprise staff of IIUM appointed by the IIUM's Staff Associations registered and recognised as representatives of the IIUM staff. Those members shall consist of the committee members of the following IIUM's staff respectively: <ul style="list-style-type: none"> a) Kesatuan Kakitangan Am IIUM (KURNIA) <ul style="list-style-type: none"> i) President ii) Vice President iii) Secretary



No.	Item	Description												
	Compositions (Cont.)	<p>b) Kesatuan Kakitangan Sokongan Satu, IIUM (KESATU)</p> <p>i) President</p> <p>ii) Vice President</p> <p>iii) Secretary</p> <p>c) Academic Staff Association (ASA)</p> <p>i) President</p> <p>ii) Vice President</p> <p>iii) Secretary</p> <p>d) Professional and Management Staff Association (PMA)</p> <p>i) President</p> <p>ii) Vice President</p> <p>iii) Secretary</p> <p>v) Vice Chairman and Joint Secretaries</p> <p>a) The JCC shall consist of one (1) Chairman, one (1) Vice Chairman and two (2) Joint Secretaries. The Vice Chairman shall be appointed with consent of all IIUM's Staff Associations. Vice Chairman shall be appointed on rotation basis for one year term.</p> <p>b) The Management Group and Employee Group shall appoint one person to be the Joint Secretary. The Joint Secretaries must be among the Management Group and a secretary of the associations/union who is appointed on rotation basis for one year term.</p>												
5.	Meetings	<p>i) A regular meeting shall be called by the JCC at least once in every four (4) months.</p> <table border="1"> <thead> <tr> <th>No.</th><th>JCC Meetings</th><th>Duration of JCC Meetings</th></tr> </thead> <tbody> <tr> <td>1</td><td>JCC Meeting No. 1</td><td>January – April</td></tr> <tr> <td>2</td><td>JCC Meeting No. 2</td><td>May – August</td></tr> <tr> <td>3</td><td>JCC Meeting No. 3</td><td>September - December</td></tr> </tbody> </table> <p>ii) The quorum for the JCC meeting shall be not less than three (3) persons from the Management group and six (6) persons from the Employee group.</p> <p>iii) The current frequency of JCC meetings can be maintained without needing to pursue a constitutional amendment to modify the sections concerning the frequency and duration of JCC meetings.</p>	No.	JCC Meetings	Duration of JCC Meetings	1	JCC Meeting No. 1	January – April	2	JCC Meeting No. 2	May – August	3	JCC Meeting No. 3	September - December
No.	JCC Meetings	Duration of JCC Meetings												
1	JCC Meeting No. 1	January – April												
2	JCC Meeting No. 2	May – August												
3	JCC Meeting No. 3	September - December												



No.	Item	Description
6	Functions and Powers	<p>i) Any decision made in the JCC meeting shall be agreed upon both groups of membership.</p> <p>ii) A decision reached that is not related to any other departments and not in contravention of Government's policies or IIUM Constitutions and rules and regulations may be enforced by the International Islamic University Malaysia. However, when a decision is subject to any Government's policy, or any other authority other than that of the University, it shall be referred to the relevant authority.</p> <p>iii) The conduct of JCC shall be governed by the TOR. Amendments to the TOR of JCC can be made in any JCC meeting provided that a notice of amendments shall be prepared and distributed to all members of JCC not less than one (1) month prior to the date of meeting and to be endorsed by the Public Service Department (PSD).</p>

Secretariat
Staff Service Committee
Management Services Division
17.02.2025

